

ADDRESS

Aboy St 605 Apt 1
San Juan, PR, 00907

INVOICE: 2024-02

DATE: 03/01/2024

TO:

Puerto Rico Chief Federal Monitor

FOR:

Professional Services

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
02/01/2024	-Organized documents in the office. -Sent calendar invite to Cpt review meeting -Call from Luis Hidalgo regarding various tasks -Call with Eliud Alvarez regarding FIU visit tomorrow -Prepared worksheet from Cpt file review	7.0	20	140
02/02/2024	-Accompanied Luis Hidalgo to FIU -Read/sent emails -Reviewed self-monitoring modules	4.0	20	80
02/05/2024	-Reviewed data request 2.2 training materials -Prepared materials for Cpt file review -Attended monthly check-in with Merangelie -Read/sent emails	6.0	20	120
02/06/2024	-Attended PRPB HQ to review Cpt exam and review candidate files -Drafted report and sent to Roberto Abesada -Answered calls from John Romero and Alan Youngs	5.0	20	100
02/07/2024	-Organized documents in the office -Read/sent emails -Uploaded documents to Box	7.0	20	140
02/08/2024	-Organized documents in the office. -Zoom meetings and calls regarding the Feb 10 Captain Exam. -Read/sent emails -Read Memorandum for 2022 Captain Exam. -Call with Lcda Esthermarie Torres	4.0	20	80
02/09/2024	-Uploaded documents on Box -Organized documents in the office -Read/sent emails	7.0	20	140
02/10/2024	-Attended SAEA with Javier Gonzalez to oversee Cpt. Exam -Call/email with John Romero and Luis Hidalgo -Emailed preliminary information to John Romero	11.0	20	220
02/11/2024	-Calls with Luis Hidalgo, Alan Youngs, and John Romero	0.5	20	10
02/12/2024	-Attended Promotional Board Meeting in PRPB HQ -Attended Community Engagement Meeting -Drafted Memorandum for Feb 10 and Feb 12	9.0	20	180
02/13/2024	-Transcribed Community Engagement Notes -Updated draft memo -Attended some interviews for Rita Watkins	7.0	20	140

02/14/2024	-Helped Rafa Ruiz and Stephanie Leon in worksheet -Read/sent emails -Helped Luis Hidalgo and John Romero with FRB and CFRB files	7.0	20	140
02/15/2024	-Went to PRPB to attend Cpt candidate revision - Assisted Luis Hidalgo and John Romero with FRB and CFRB files	8.5	20	170
02/16/2024	-Attended Recruitment, Professionalization and Supervision recurring meeting -Attended Training recurring meeting -Call with Alan Youngs	4.0	20	80
02/19/2024	-Analyzed Inspections (2.038) for CMR-10	2.0	20	40
02/20/2024	-Attended all PRPB HQ meetings.	7.0	20	140
02/21/2024	-Attended the Utuado site visit	8.0	20	160
02/22/2024	-Accompanied Rita Watkins to SAEA -Accompanied Hipolito Castro and Alan Youngs for interviews in the office and meetings in PRPB HQ	8.0	20	160
02/23/2024	-Organized documents in the office -Call with Merangelie Serrano about agenda item -Read/sent emails -Uploaded documents to Box	7.0	20	140
02/26/2024	-Assisted Alan Youngs in drafting report. -Assisted biweekly meeting. -Took notes for Community Engagement meeting. -Read/sent emails/invites. -Call with Luis Hidalgo to discuss San Juan Town Hall.	8.5	20	170
02/27/2024	-Transcribed meeting notes -Organized documents in the office -Attended EQP Meeting -Read/sent emails -Uploaded documents to Box -Call from Rita Watkins, Alan Youngs, Sgt. Mary Ortiz Rolon	8.0	20	160
02/28/2024	-Organized documents in the office -Attended Town Hall preparation meeting -Attended training recurring call -Attended supervision recurring call -Read/sent emails -Uploaded documents to Box -Finished final draft of agenda and flyer and sent to John/Denise for approval	8.5	20	170
02/29/2024	-Transcribed meeting notes -Organized documents in the office -Edited agenda and flyer -Attended Polo monthly meeting	5.0	20	100
TOTAL 149 HRS @ \$20 HR				\$2,980.00